



# Microsoft Office Courses

- Excel I & II
- Word II



LESTER B. PEARSON

Business Solutions

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## Why Business Solutions for Microsoft Office training?

- Interactive online course taught by software experts.
- In 15 hours, you will learn key concepts which will allow you to efficiently use the software.
- Upon completion of the courses, you will receive an attestation that you have successfully completed the course.
- Eligible for PD funding